

## KIN Internal PhD defence Procedure Checklist

### Student responsibility **before scheduling a PhD defence**

To ensure that all degree requirements have been met prior to the defence, please check each item after completion and return the checklist along with any missing documents to the graduate office.

- Continuing registration in place and tuition fees are paid in full
- Student-Supervisor Agreement (S-S-A)
- Course work requirements
- Qualifying exam (if applicable)
- Doctoral Candidacy Assessment (formally PhD Comprehensive Exam)
- Annual Progress reports
- Grant writing
- Teaching (minimum of 6 hours)
- Proof of Ethics Approval Certificate(s)
- Research proposal presented in KIN 990 seminar
- Ensure accurate referencing and citations, and carefully reviewed citations to uphold academic honesty and integrity

### Supervisor(s) responsibility **before scheduling a PhD defence**. These steps below must be completed **six weeks** prior to the defence date

- Provide Grad office with the approval (meeting minutes or email) from the Advisory Committee indicating the thesis is ready for defence
- Provide the names of top three choices of External Examiner recommended by the Advisory Committee
- Provide the name and contact of top three choices University Examiner ([CGPS guidelines here](#))
- Follow-up with the top choice of External Examiner and University Examiner for their willingness and availability for the defence
- Request an updated C.V. from the first choice of External Examiner and forward to the Grad office
- Share tentative dates for defence with Grad office

### Grad office responsibility for a PhD defence. Based on CGPS [newly-approved structure](#) for PhD defences, the Chair and University Examiner must be identified before the defence date is finalized

- Email Grad Program Committee (GPC) for the tentative defence date provided by supervisor(s) to identify the Chair
- Once the Chair and University Examiner has been confirmed, the Grad office and supervisor(s) will finalize the date and time of defence
- Inform supervisor(s) and ADRGS on whether or not that the student has met all the degree requirements except the defence, or any concerns they may have through the pre-defence check

- Schedule the defence by setting up a Doodle Poll and send out to the examination committee if receives the request from supervisor(s)
- Submit a defence memo including student's dissertation, CV of first choice of external examiner, and the contact of University Examiner, a minimum of (5) weeks prior to the desired oral defence date through an online portal for ADRGS' and CGPS' approval
- Book an appropriate and properly equipped space for the defence, as well as setting up and inviting participants for the defence, which includes defence date/time, location/Zoom meeting link, title of thesis, and name of the supervisor(s)
- Send out a reminder close to the defence date
- Connect student with IT for any technical support that may be needed for the defence
- Distribute or remind the Chair to distribute GPS 403.1 (Pre-defence Report of the External Examiner for PhD degree) to the examination committee on the date of defence, one hour prior to the defence time
- Remind the Chair at the defence to encourage audiences who decide to stay after student presentation, they must be joining in-person. Online option only opens for the presentation part of defence
- Grant permission for audience members who request participating entire defence online
- Collect the signature from the examination committee on behalf of the Chair after the defence
- Submit the signed defence form to CGPS once the final dissertation is uploaded to online ETD site
- Send out the Graduating Student Checklist to student and request the office keys to be return before his/her departure